

Central Washington University ScholarWorks@CWU

CWU Board of Trustees Meeting Minutes

University Archives and Special Collections

12-6-2013

December 5-6, 2013 - Board of Trustees Meeting Minutes, Regular and Special Meetings

Board of Trustees, Central Washington University

Follow this and additional works at: http://digitalcommons.cwu.edu/bot_minutes

Recommended Citation

Board of Trustees, Central Washington University, "December 5-6, 2013 - Board of Trustees Meeting Minutes, Regular and Special Meetings" (2013). *CWU Board of Trustees Meeting Minutes*. Book 598.
http://digitalcommons.cwu.edu/bot_minutes/598

This Book is brought to you for free and open access by the University Archives and Special Collections at ScholarWorks@CWU. It has been accepted for inclusion in CWU Board of Trustees Meeting Minutes by an authorized administrator of ScholarWorks@CWU.



BOARD OF TRUSTEES

CENTRAL WASHINGTON UNIVERSITY

**Board of Trustees Minutes
Special and Regular Meetings
December 5 and 6, 2013**

Approved February 7, 2014

December 5, 2013

Present:

Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Chris Liu
Ms. Amy McCoy
Mr. Ron Erickson
Ms. Annette Sandberg

Absent:

Ms. Kate Reardon
Mr. Dan Dixon

Also present:

Dr. James Gaudino, President
Ms. Sherer Holter, Chief of Staff/Secretary to the Board
Mr. Alan Smith, Assistant Attorney General
Dr. Marilyn Levine, Provost/Vice President for Academic and Student Life
Mr. George Clark, CFO/Vice President for Business and Financial Affairs
Ms. Linda Schactler, Executive Director, Public Affairs
Ms. Sandra Colson, Executive Assistant to the President and Board of Trustees

President Gaudino and Vice President Clark led a discussion on university fund balances, assets, budget commitments and the upcoming legislative session. Most commitments are assigned, i.e. required per debt policy, Board policy, or are for planned expenditures or internally designated funds.

December 6, 2013

BUSINESS MEETING

The business meeting was called to order at 9:05 a.m.

Present:

Mr. Sid Morrison, Chair
Mr. Keith Thompson, Vice Chair
Mr. Chris Liu
Ms. Amy McCoy
Mr. Ron Erickson
Ms. Annette Sandberg

Absent:

Ms. Kate Reardon

Mr. Dan Dixon

Also present:

Dr. James Gaudino, President

Ms. Sherer Holter, Chief of Staff/Secretary to the Board

Mr. Alan Smith, Assistant Attorney General

Dr. Marilyn Levine, Provost/Vice President for Academic and Student Life

Mr. George Clark, CFO/Vice President for Business and Financial Affairs

Ms. Linda Schactler, Executive Director, Public Affairs

Ms. Sandra Colson, Executive Assistant to the President and Board of Trustees

Changes to the Agenda

Chair Morrison asked if there were any changes to the agenda. Hearing none, he moved to approval of the agenda.

Approval of the Agenda

Motion 13-44: A motion that the Board of Trustees of Central Washington University hereby approves the agenda of the meeting of December 6, 2013 was presented by Mr. Erickson and seconded by Mr. Liu. Motion approved.

Approval of Minutes

Motion 13-45: A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the special and regular meetings of October 3 and 4, 2013 was presented by Mr. Thompson and seconded by Mr. Liu. Motion approved.

CHAIR REPORT

Chair Morrison noted that he is looking forward to a new year but if 2014 is similar to 2013, we will all need to “hang on.” He reported that he attended the College of Business’ Economic Outlook Conference this fall where the expert panel indicated continued uncertainty on the state’s economy.

Chair Morrison also noted that there will be a new revenue forecast out this month as well as Governor Inslee’s budget. He stated that the Board is prepared to provide direction as we move into the legislative session in order to keep CWU moving forward along our flight path.

PRESIDENT’S CELEBRATIONS AND COMMUNICATIONS REPORTProfessor Emeritus

Professor George Drake, chair of the English department introduced *Karen Gookin*, assistant professor of English who retired March 15 of this year after 27 years. Professor Gookin began working at CWU in 1986 after completing our Masters of English program where she received the distinguished thesis award. She has been the department’s technical writing expert and has also taught in the Douglas Honors and Women’s Studies programs. In 2004 she became the department’s Cornerstone Program liaison, working with high school English teachers.

Distinguished Service

Dr. Gaudino introduced Michael Launius, assistant vice president for the Office of International Studies and Program who presented *Patricia Rice*. Ms. Rice is retiring after 24 years with CWU. Dr. Launius noted that international students valued her service and the faculty considers her as a colleague and friend.

Other Celebrations

The President introduced cross country athlete *Connie Morgan*, who wrapped up her 2013 cross country season by earning All-American honors with a 33rd place finish at the 2013 NCAA Division II National Cross Country Championships. With Ms. Morgan was her coach Kevin Adkisson.

The President next introduced Women's Soccer Coach *Michael Farrand*. For the fourth straight year, the CWU women's soccer team has received the National Soccer Coaches Association of America Team Academic Award. The award was based on the classroom achievements of soccer student-athletes for the 2012-13 academic year. Teams must have recorded a cumulative GPA of 3.0 or higher to qualify. CWU posted a team GPA of 3.2.

Dr. Gaudino introduced *Professor Sharon Rosell* who received the Outstanding Chapter Advisor Award for the Society of Physics Students, sponsored by the American Institute of Physics. There are over 800 Society of Physics Students chapters nationwide and CWU's chapter is known for the quality of its programs.

The President highlighted the work of *Wendy Holden*, *Marshall Sunnes* and *Spencer Graffe* from Central Access. The group was involved in further developing a free text to speech program that started as a Computer Science class group project. The Central Access Reader has attracted the attention of schools across the country, including MIT and Harvard. In addition to an intuitive user interface and simple customizations, the program is able to read documents that other readers cannot handle, especially those with equations or symbols.

The President introduced Math *Professor Dominic Klyve* who, in turn, introduced some of his math students. The group recently set the world record for the longest "Weird Number." Professor Klyve noted that mathematicians use the term "weird" informally to describe a number that has unusual characteristics. In this case, a weird number is one in which no combination of its divisors add up to the original number.

Finally the President introduced new staff members *Gene Shoda*, interim assistant vice president for information services/CIO and *Michael Moon*, director for facilities maintenance and operations.

Reports

The *Faculty Senate* reported on the grand opening of the Grupe Faculty Center that is being used by faculty in various ways such as faculty forums, meetings, presentations and socials. The Senate has convened an ad hoc committee to synthesize input from students, senate committees, Student Success, Business and Financial Affairs and Registrar on the pros and cons of converting from a quarter to a semester system. They have also convened an ad hoc committee to look at the feasibility and process to create a new college. A final report from this committee will be sent to the President at the beginning of spring quarter. The Senate is also working with Human Resources on the COACHE survey and has given Senate committees their charges for the year.

The President noted that the *ASCWU BOD* is an incredibly active group of students who started in summer and hit the ground running on an ambitious agenda of projects. The group worked with Ellensburg Mayor Bruce Tabb to make Central Transit routing more reliable. The students recommended a Fresh Air Initiative which would extend the number of non-smoking areas on campus. Dr. Gaudino stated that the Secretary of State categorized CWU as the State leader in voter registration efforts – the BOD registered 451 new voters, offered ballot printing and election assistance services.

The chairs of the *Employee Council* and *Exempt Employee Association* did not submit reports.

Communications

The President reported that the Board received an anonymous letter from a concerned member of the community who used the pen name “Mary Smith.” The letter address concerns on the amount of University reserves. A response was sent to the email account by Chair Morrison and Vice Chair Thompson.

Chair Morrison thanked the President for his report, and expressed his gratitude to everyone for the wonderful work that everyone is doing and our investment in shared governance

PUBLIC COMMENT

Chair Morrison noted that there were no signups for public comment.

STRATEGIC PLANNING

Theme 2, Inclusiveness and Diversity

Dr. Melody Madlem, strategic planning director, introduced theme 2 of the strategic plan: inclusiveness and diversity. Inclusiveness is defined as the environment of valuing our diversity and diversity is defined as strength in our difference. Theme 2 has three objectives: 1) enhancing our environment of inclusiveness, 2) increasing our diversity and 3) ensuring we have an inclusive and diverse curriculum.

Jenna Hyatt, director of residence life and new student programs, presented data that indicates the university has an inclusive environment. She reported that there has been a decrease in bias-motivated incidents this year and that a new tracking model has been developed in order to facilitate data collection on bias-motivated incidents. She also explained that the university has participated in the National Education Benchmark Institute (EBI) survey for the past ten years and, as of 2012-13, CWU ranks #1 in our benchmark group and Carnegie class, and in the top 13% or higher, based on a survey group of 250 schools, for students reporting a sense of community, respect levels, resident tolerance and diverse interactions. The longitudinal survey shows a steady increase in each of these areas since 2009. Ms. Hyatt attributed this to several factors: a new administrative focus on inclusiveness, a shared governance structure which includes students, the work of the Inclusivity/Diversity Committee, increased student educational program in housing and University 101 courses, the opening of the Grupe Faculty center and faculty dinners with the President as well as a campus-wide “safe space” training initiative.

Stevan DeSoer, chief human resources officer, reported that while CWU is a diverse community, we need to increase the diversity of our work force in race and ethnicity to more closely mirror our student population. Initiatives in this area focus on recruitment; training, awareness and retention; and on data collection. Initiatives, such as a tool box for search committees, social media advertising C-Port (a student recruitment tool) and membership in the Greater Washington State Higher Education Recruitment Consortium will further support the university’s recruitment goals as well as help us focus on identifying and attracting Latino/Latina, Native American/Indians, veterans and female faculty.

Mr. DeSoer stated that it is not enough to recruit diverse students, faculty and staff, to retain staff we must also have an inclusive workplace environment. Human Resources and other groups have initiated training, awareness and retention initiatives such as first line supervisor training, the COACHE survey on faculty job satisfaction, and a student retention committee. CWU’s Title IX program was audited this past year and we are implementing the recommendations. Data collection is also integral to understanding CWU’s diversity and Mr. DeSoer reported on the impact of the Organizational Effectiveness department and iCAT project in providing accurate and timely data.

The third indicator for theme 2 is an inclusive and diverse curriculum. Dr. Delores “Kandee” Cleary, director of

inclusivity and diversity, reported that CWU meets this indicator, but there are initiatives to increase these metrics. Dr. Cleary noted that according to the Faculty Survey of Student Engagement (FSSE), 53% of faculty reported that they teach courses which include some diversity component (collaboration, course materials, class information, readings); this is about equal to our sister institutions. Likewise, in the National Survey of Student Engagement (NSSE), 56% of first year students and seniors report that they have had courses that included a diversity component. Examples are internships with tribes and schools with diverse populations, international student exchanges and faculty led international programs, as well as programs such as American Indian Studies and Africana and Black Studies.

Dr. Cleary discussed CWU's Living Learning Communities (LLC) as an example of a high impact practice that impacts all students but particularly those from underrepresented groups. The Association of American Colleges and Universities have found that students from underrepresented groups have higher grades, higher persistence rates, greater interaction with faculty and peers and have a sense of belonging when participating in LLC's. She also highlighted work in the Center for Teaching and Learning (CTL) to promote diversity and inclusivity in the curriculum by bringing representatives from diverse communities to campus for workshops and discussions with teacher candidates on ways to incorporate perspectives and learning styles in the classroom.

Trustee Liu encouraged Human Resources and search committees to consult with the various state minority commissions for assistance in identifying and recruiting minority members. Chair Morrison expressed his appreciation for briefings on the strategic plan and requested a timeline that shows where we are in the process and the role of the Board in supporting the plan.

COMMITTEES

Academic and Student Life – Trustees Liu and McCoy

Action – Degree Approval, Bachelor of Arts in Instructional Foundations

The Bachelor of Arts in Instructional Foundations degree program is designed to meet the needs of students who wish to have a background in instructional pedagogy but do not wish to complete the requirements for teaching certification. Students will be prepared to work in settings that require expertise in the foundations of education, such as training programs in organizations, service programs at educational institutions, and private child care facilities. Students will select a department-approved focus area consisting of a cohesive set of courses; a 15-credit practicum in the focus area must also be completed after all other course work is completed.

Students entering the major must have a passing score on each section of the Washington Educator Skills Test and a cumulative GPA of 3.0 or higher. Students must achieve a grade of C or better in all courses in the major and must have a cumulative GPA of 3.0 or higher in the major to graduate.

The Bachelor of Arts in Instructional Foundations will be housed in the Educational Foundations and Curriculum Department, College of Education and Professional Studies. Upon approval, this program is scheduled to begin winter 2014. This new degree was approved by the Faculty Senate on October 2, 2013.

Motion 13-46: A motion that the Board of Trustees of Central Washington University endorses the recommendation of the Faculty Senate and approves the Bachelor of Arts in Instructional Foundations was presented by Ms. McCoy and seconded by Mr. Liu. Motion approved.

Business and Financial Affairs – Trustee Thompson

The university's debt policy requires an annual report to the Board's Business and Financial Affairs committee. In compliance, Trustees Thompson and Sandberg met with Patrick Stanton, director of enterprise accounting, to review university debt levels. The university has a total debt of \$174 million, with an annual service of \$9.3 million (principal and interest) – a 5.3 percent debt ratio. The current industry standard is that the upper limit ratio for debt to budget is 7%. Last year Moody's Investor Service confirmed CWU's rating of A-1 (the same as Western Washington University and Eastern Washington University) based on their review of the overall financial strength of the university and how it manages its portfolio of bond obligations. The A-1 rating allowed CWU to refinance a number of outstanding bonds last year which resulted in a savings of \$512K per year in debt payments.

Enrollment Forecast and Budget Review

John Swiney, associate vice president for enrollment management, reported on fiscal year 2014 enrollment noting that overall the state of enrollment is healthy, although they are watching some numbers closely. The total headcount is about a half percent off the target of 10,225, but freshmen numbers are up 70 to 1494 and transfer numbers are stable at 1350. The biggest challenge is that continuing students are down by 230, which is higher than normal. Most of the continuing students who have left the university are sophomores. While it is difficult to survey those who have left, anecdotal information suggests that family/life issues are the main reason.

Connie Williams, associate vice president for finance and business auxiliaries updated the Board on the fiscal year 2014 budget, noting that our overall budget grew over the past year with the greatest growth attributed to capital projects and grants and contracts. She also noted that expenses are lower than expected for the first quarter of the fiscal year. Ms. Williams reviewed the carry forward balances as of June 30, 2013, noting that they are the cumulative beginning balances of unrestricted, restricted or designated funds. Of the \$67M shown as carry forward, \$51M is considered locally restricted for large multi-year projects such as iCAT, rebuilding Short-Getz apartment, Architect and Engineering (A&E) fees related to capital projects, course fees, and mandatory fees. The remaining \$16M is unrestricted but designated or identified for specific purposes, i.e. required per Board policy, Services and Activities program development, and auxiliary services.

Trustee Sandberg discussed the need to move forward on the university's budget "flight" plan, while taking into consideration that we do not know whether we will receive the additional state support to mitigate a tuition increase, as outlined in our supplemental budget request. A further consideration is that the Board's authority to set tuition, as authorized in bill ESSB 1795 (2011) will sunset this June. Therefore the Board will need to decide whether to wait on legislative action or to use their current authority to enact a tuition increase that could be reduced or canceled if some or all of the supplemental funding is provided by the legislature. The Board asked what percent tuition increase would be needed to keep on the flight plan. Mr. Clark conveyed that a 6% increase would be needed, based on 9800 FTE. Although enrollment forecasts are optimistic, we need a contingency plan if target enrollments are missed. The Board also discussed whether holding back 6% of our total revenue is appropriate or whether that percentage should be increased. Trustee Liu recommended that the Board look strategically at the long term plan and be prepared to add a special meeting to their schedule if the governor and/or legislative budget bills do not have a provision for a supplemental increase. However, he asked that the university collect input from stakeholders prior to calling such a session. Trustee Thompson agreed that we should not deviate from the flight plan and that a tuition increase is inevitable if we do not get additional funds. Chair Morrison emphasized the Board's continued endorsement of the flight plan to maintain the university's quality.

Action – Services and Activities Fee Base Funding Increase

Trustee Thompson noted that exempt staff received a three percent pay increase in July 2013, including those positions which are funded through services and activities fees. Since this salary action was not included in the S&A 2013-14 base budget approved by the Board in December 2012, the Board is asked to increase the base budget by \$29,390.35. This request was supported by the S&A committee and the Budget and Finance Committee.

Motion 13-47: A motion that the Board of Trustees of Central Washington University hereby approves an increase of \$29,390.35 to the Services and Activities Fees 2013-2014 base budget was presented by Mr. Thompson and seconded by Ms. Sandberg. Motion approved.

Administrative – Trustee Dixon

No report.

Action – Consent Agenda

Motion 13-48: A motion that the Board of Trustees approves the consent agenda of December 6, 2013 was presented by Ms. Sandberg and seconded by Ms. McCoy. Motion approved.

Next Meeting:

Chair Morrison announced that the next special and regular meetings of the Board of Trustees will be February 7 and 8, 2014. He wished the season's best to everyone on the Wildcat team and their families. He also noted the passing of Nelson Mandela. The Chair spoke of strength and character of Mr. Mandela and the honor of meeting him when Mr. Mandela addressed the US Congress.

Meeting adjourned at 11:34 a.m.



Sherer M. Holter, Secretary to the
Board of Trustees
Central Washington University



Sid Morrison, Chair
Board of Trustees
Central Washington University